

ASSOCIATE PLANNER

DEFINITION

To perform professional planning work of more than average difficulty often requiring innovation and independent judgment in the evaluation, selection, adaptation and modification of standard procedures and planning criteria.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from that of Assistant Planner by the greater complexity of assignments received, the more limited direction provided and the ability to provide leadership for professional planning and non planning staff when called upon. Incumbents are delegated responsibility for planning decisions requiring an in-depth knowledge of principles and practices of urban planning and development processing practices.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by a higher level planning professional or manager. Assignments may require providing working lead direction or technical or functional direction to professional, technical or clerical positions.

EXAMPLES OF DUTIES - Depending upon assignment, duties may include but are not limited to the following:

1. Research, analyze and interpret social, economic, population and land use data, trends and reports.
2. Prepare and present written reports on various planning matters such as elements of the general plan, neighborhood plans, demographic or housing analysis, code amendments, and miscellaneous land use studies.
3. Prepare and/or monitor preparation of environmental documents including environmental analyses of development impacts and related preparation of negative declarations and/or environmental impact reports; work with consultants in facilitating preparation of environmental impact reports and related findings and documentation.
4. Review and analyze development proposals and work with developers, the public and other agencies regarding various land use permits and zone changes.

EXAMPLES OF DUTIES (continued)

5. Provide information to the public, developers, public officials and staff members about land use matters to clarify and assure conformance to city and state policies and regulations regarding zoning and other development controls, acceptable development proposals, compatibility with adopted plans and environmental impacts.
6. Make presentations to the Planning Commission and City Council regarding general plan amendments, code amendments and special studies.
7. Analyze, interpret and apply regional state and federal regulations.
8. Coordinate ongoing programs or projects involving multi-department and multi-jurisdictional cooperation.
9. Serve on inter-agency planning committees.

KNOWLEDGE, ABILITIES AND SKILLS

- A. Thorough knowledge of laws, principles and practices relating to general plans, zoning and environmental procedures.
- B. Thorough knowledge of the principles and practices of site planning.
- C. Knowledge of current literature, information sources and research techniques in the field of urban planning.
- D. Knowledge of architectural design principles and practices.
- E. Knowledge of political processes and governmental operations of state and local governments.
- F. Ability to independently perform complex professional planning work while meeting deadlines.
- G. Ability to work effectively with architects, engineers, contractors, developers, public officials and the general public.
- H. Ability to analyze and compile technical and statistical information and prepare reports.

KNOWLEDGE, ABILITIES, AND SKILLS (continued)

- I. Ability to interpret and explain planning and zoning programs to professionals in the field and to the general public.
- J. Ability to communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in a city, county, regional, or private planning agency.

Education:

Equivalent to a Bachelors Degree from an accredited college or university with major course work in planning, architecture, landscape architecture, geography, economics or a related field. A Masters Degree in Urban Planning is desirable and may be substituted for up to one year of the required experience.

PROBATIONARY PERIOD: One Year

650CS90

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AAP GROUP:

FPPC STATUS:

FLSA STATUS:

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